

DEFERRED COMPENSATION (457 Plan)

Employees may defer up to \$17,000 per year to a deferred compensation program. Employees who are over age 50 or who are in the last 3 years prior to retirement may be eligible to contribute more than \$17,000 per year. Contributions to the plans are made through pre-tax payroll deductions. Gilbert offers three options: Hartford, ICMA Retirement Corporation, and VALIC.

EMPLOYEE NETWORK

Employee Network provides a network of discounts for employees of the Town of Gilbert. For a list of discount providers, visit www.employee-network.com.

TUITION REIMBURSEMENT

Courses or degree must be job related or to prepare the employee for another position within the organization. Subject to budget funding, Gilbert reimburses eligible full time employees for tuition, books and lab fees at 100% for a grade of "A" or "B", or 90% for a grade of "C" for preauthorized courses **up to a maximum of \$5,000 per fiscal year**. Pass/Fail classes are reimbursed at 80% for a passing grade. Courses must be taken for credit.

EMPLOYEE LEAVE

VACATION

Regular, full-time employees accrue vacation based upon years of service in accordance with the following schedule:

Class Code A Years of Service	Bi-weekly Accrual	Annual Accrual	Max FY Carryover
Less than 5 years	3.85 hrs/pay	100 hrs/yr	350
5 – 9.99 years	4.81 hrs/pay	125 hrs/yr	
10 – 14.99 years	5.54 hrs/pay	144 hrs/yr	
15 – 19.99 years	6.27 hrs/pay	163 hrs/yr	
20 + years	6.81 hrs/pay	177 hrs/yr	

Class Code F Years of Service	Bi-weekly Accrual	Annual Accrual	Max FY Carryover
Less than 5 years	5.38 hrs/pay	140 hrs/yr	490
5 – 9.99 years	6.73 hrs/pay	175 hrs/yr	
10 – 14.99 years	7.75 hrs/pay	201.6 hrs/yr	
15 – 19.99 years	8.78 hrs/pay	228.2 hrs/yr	
20 + years	9.53 hrs/pay	247.8 hrs/yr	

SICK LEAVE PROGRAMS

Accrual

Class Code A employees accrue 3.7 hours of sick leave per pay period (96 hours per year). Maximum sick leave annual carry forward is 520 hours. Class Code F employees will accrue 5.26 hours per pay period with no maximum carry forward.

Sick leave may be used for personal illness/injury, child birth and recovery, medical and dental examinations, bereavement, and care of an immediate family member with an illness or injury.

Sick Leave Donation Program

Employees may donate sick leave to eligible employees who have exhausted their own accrued leave. Employees must maintain a minimum balance of 40 hours in order to be eligible to donate sick leave under this program.

HOLIDAYS

Class Code A employees receive 9 observed holidays per year. Employees receive holiday time for the following holidays:

New Year's Day	MLK/Civil Rights Day
Presidents Day	Memorial Day
Independence Day	Labor Day
Thanksgiving Day	Day after Thanksgiving
Christmas Day	

Additionally, employees assigned to a 4-10 schedule who are on active status on the first working day of the calendar year accrue 20 floating holiday hours in the pay period that includes January 1 each year for use during that year. Class Code A employees who are assigned to a schedule other than 4-10's accrue 24 floating holiday hours. Class Code F employees are paid for 8 hours of floating holiday time in January of each year.

INJURY LEAVE

Eligibility for injury leave is subject to an investigation which determines that the incident did not violate safety rules/procedures and no negligence was involved on the part of the employee who is injured on the job. Injury leave must be applied for and approved by the HR Manager or designee. Employees who receive workers compensation checks covering time for which the employee also received injury leave must turn over such workers compensation checks to Human Resources.

JURY DUTY

Jury Duty leave provides an employee with paid leave in the event that the employee is subpoenaed or summoned for jury duty.

BEREAVEMENT LEAVE

Bereavement Leave is paid leave that may be granted to an employee for up to 3 working days in the event of the death of a member of the immediate family. The Department Director may grant leave in excess of 3 working days for special circumstances.

MILITARY LEAVE

Special leave granted to a member of the National Guard or Reserve Corps of the United States Armed Services. Paid military leave is limited to a maximum of 30 working days per two consecutive rolling calendar years. Absences for basic training or active duty may qualify for supplemental pay if there is an income loss to the employee.



BENEFITS SUMMARY FISCAL YEAR 2012-2013 UNREPRESENTED FULL TIME EMPLOYEES

This Benefits Summary is designed to provide a brief description of the benefits provided for employees in the following categories who are not covered by Employee Organizations:

Class Code A: Regularly scheduled to work in a single position 80 hours per pay period on a year-round basis.

Class Code F: Sworn Fire employees regularly scheduled to work in a single position 112.3 hours per pay period (Fire Suppression Shift) on a year-round basis.

This pamphlet does not apply to employees covered by an Employee Organization.

This pamphlet is intended to be a brief overview. Detailed information on employee benefits is available in Human Resources.

Contact: Doug Marshall
Phone: (480) 503-6857
E-mail: doug.marshall@gilbertaz.gov

BENEFITS (Required by Law)

SOCIAL SECURITY (FICA)/MEDICARE

With the exception of firefighters, both the employer and employee are required to contribute to social security. The current rate for Social Security is 6.2% of gross pay for the employer and 4.2% of gross pay for the employee (through 12/31/12; reverts to 6.2% 1/1/13); maximum wage base for Calendar Year 2012 contributions is \$110,100. All employees and Gilbert must contribute to Medicare. The current rate for Medicare tax is 1.45% of gross pay.

RETIREMENT

Arizona State Retirement System (ASRS)

All employees who work a minimum of 20 hours per week for 20 or more weeks in the year, except sworn police and fire personnel, are required to participate in ASRS.

The program provides a benefit at retirement based upon the number of years of service and compensation of the employee while in the system. The system also provides Long Term Disability Insurance (LTD) for absences of 180+ days as a result of a disabling injury or illness. Upon approval, LTD will pay 2/3 of the employee's base salary.

Effective 7/1/12, the employee pre-tax contributions for retirement is **10.90%** of gross pay and the employer contribution is **10.90%** of gross pay. The employee post-tax contribution for LTD is **0.24%** of gross pay and the employer contribution is **0.24%** of gross pay.

Additional information may be obtained on the ASRS website at www.azasrs.gov.

Public Safety Personnel Retirement System (PSPRS)

All sworn public safety personnel are required by law to participate in the program. This program provides a benefit at retirement based upon years of service and compensation of the employee while in the system. This plan also has some job related disability and death benefits.

Effective 7/1/12, the employee pre-tax contribution rate is **9.55%** of gross pay and the employer contribution rate is 12.77% for **firefighters**; effective 7/1/12, the employee pre-tax contribution is **9.55%** of gross pay and the employer contribution rate is **17.02%** for **sworn police** personnel.

Additional information may be obtained on the PSPRS website at www.psprs.com.

WORKER'S COMPENSATION

Arizona law requires employers to provide worker's compensation insurance. This insurance protects the employee in the event of a job related injury. Coverage includes payment of medical bills, payment of lost wages equal to 2/3 of the employee's monthly wage up to \$4,062.29 (or as set by state law), and rehabilitation services necessary to return to work.

Employees are responsible to notify a supervisor immediately when an injury occurs on the job. In addition, job related injuries could qualify for injury leave.

UNEMPLOYMENT

Employee earnings apply to base period earnings for unemployment compensation. In the event you are unemployed and actively seeking employment, you may be eligible for unemployment compensation. Gilbert is billed directly by the Department of Economic Security for claims paid.

BENEFITS (Elective)

MEDICAL INSURANCE

Regular, full time employees are eligible to receive medical coverage. Eligible dependents may be covered if desired. The Town of Gilbert Medical Plan is a self-insured medical plan that offers an Exclusive Provider Organization (EPO) utilizing the *Blue Cross Blue Shield of AZ (BCBSAZ)* physician network. The Plan is administered by MMSI. The medical plan website may be accessed at www.mmsiwellness.com.

Contributions rates towards premiums for this coverage are summarized below. This information is intended as a brief summary only. Plan documents are available in Human Resources and should be consulted for a complete description of benefits.

Town of Gilbert Medical Plan Administered by MMSI	
Employee Contribution (per month)	
Single Coverage	\$88.22
Family Coverage	\$250.48
Town Contribution (per month)	
Single Coverage	\$352.90
Family Coverage	\$1,001.94

DENTAL INSURANCE

Regular, full-time employees are eligible to receive dental coverage. Eligible dependents may be covered if desired. This is a self-insured dental plan using the Delta Dental of Arizona network. A dentist search engine is available through the Delta Dental website at www.deltadentalaz.com. A summary of the benefits is listed below.

Coverage levels	Delta Dental
Preventive Services	100%
Routine Services	80%
Major Services	60%
Orthodontics	50%, \$1,000 Lifetime maximum/person
Annual Deductible	\$50.00
Annual Max. Benefit	\$1,500
Employee Contribution (per month)	
Single Coverage	\$7.40
Family Coverage	\$20.96
Town Contribution (per month)	
Single Coverage	\$29.62
Family Coverage	\$83.86

VOLUNTARY VISION COVERAGE

A voluntary vision option is available at the employee's cost through Delta Vision, powered by EyeMed.

LIFE INSURANCE

Regular, full-time employees are provided with a term life insurance policy at no cost to the employee. The policy is equal to 100% of annual salary up to \$100,000, with a matching Accidental Death & Dismemberment benefit. A seat-belt provision provides additional coverage equal to the employee's annual salary, up to \$50,000. In addition, eligible dependents are covered by a \$2,000 basic life insurance policy.

***Voluntary Life Insurance:** Additional coverage for Town employees and their dependents is available at group discount rates through payroll deductions under a voluntary group life insurance policy.*

DISABILITY INSURANCE

Regular, full-time employees are provided with Short Term Disability coverage at no cost to the employee. Short Term Disability coverage becomes effective upon approval after a 90 consecutive day disability period (excludes work related injuries/illnesses) with a benefit that pays 60% of employee's base salary from 90 - 179 days. Long Term Disability is provided by Arizona State Retirement System for employees other than sworn public safety employees (see ASRS section in this pamphlet). Sworn public safety employees are covered under a Long Term Disability plan that becomes effective upon approval after 180 days with a benefit that pays 66 2/3% of employee's base salary (up to maximum benefit) upon approval of the claim.

***Voluntary Disability Insurance:** A Voluntary Short Term Disability plan is available to employees at their own cost. This plan offers benefits after 7 days of disability as a result of an injury or 14 days of disability as a result of illness. This coverage is available through AFLAC.*

EMPLOYEE ASSISTANCE PROGRAM

Employees are provided with an Employee Assistance Program (EAP) through Family & Resource Counseling, Inc., EAP Preferred at no cost to the employee. The EAP provides up to 10 counseling sessions per year per issue and referral services for employees and their dependents. The local phone number is **(602) 264-4600** and emergency services are available 24 hours/day, 7 days a week.

Use of services provided by the EAP is confidential and between you, your family and EAP Preferred. Release of information regarding individual employee use of the EAP is only given with written consent of the employee unless otherwise required by law.

FLEXIBLE SPENDING ACCOUNT

Regular, full-time employees may enroll in the Flexible Spending Account. Section 125 of the IRS Code allows pre-tax deductions for eligible expenses. Eligible expenses include group health and dental premiums, unreimbursed medical expenses (\$5,000 maximum in current plan year), and dependent care expenses (\$5,000 maximum per calendar year). Employees who are enrolled in the medical and/or dependent care expense accounts are reimbursed after submitting a claim form and receipt to Payroll.

Once enrolled in the plan, an employee must continue enrollment and participate through the end of the plan year unless a qualifying event occurs during the year to allow the employee to change the election. For a list of qualifying events, please see the plan document.